



STC Chicago Administrative Council Agenda

Barnes & Noble, 590 E Golf Rd, Schaumburg, IL 60173

January 14, 2017 9:30 a.m.

| Meeting Business | | |
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| 1. | Call to Order | 9:44 |
| 2. | Attendees | MaryKay Gruenberg, Elizabeth Burke, Pete Wagoner, Francis Bao, Cheri Gerlach |
| 3. | Minutes from Previous Meeting | Approved |
| 4. | Consent Agenda and Financials | <p>See January's Treasurer's report on Gogledrive in the Treasurer Documents / 2017 Budget Materials folder for details.</p> <ul style="list-style-type: none"> ● 12/13 \$337.69 TGI Friday's - December meeting room and food. ● 12/22 \$52.83 MaryKay Grueneberg - December meeting and general supplies. <p>Majority Approved.</p> |
| 5. | Announcements | <ul style="list-style-type: none"> ● Thursdays at STC – January 5, 2017 <ul style="list-style-type: none"> ● 3 Downtown Chicago (Pete/Russ) ● ? Downers Grove (Betsy) ● 1 attendee at Jason's Deli in Schaumburg (Donna T.) ● ? attendees at Noodles & Co in Lincolnshire (Malcolm/Ben) ● (LJ) Please distribute Alliance TEDx Planning Volunteer Form to STC Chicago members. <p>The Yahoo group can be used for you to send this out with the information.</p> |
| 6. | New Business | <ul style="list-style-type: none"> ● (LJ) \$1500 in seed money is requested for 2017 CETS. ● Majority Approved. Need date for check. ● (LJ) Proposed date for 2017 CETS is August 15. NIU Naperville is location. Please note and report scheduling conflicts, if any. <p>No conflicts.</p> <ul style="list-style-type: none"> ● (LJ) STC Chicago events will automatically appear on the newly created Alliance calendar. To activate, please share STC Chicago's calendar with chgoalliance@gmail.com. <p>Elizabeth will do.</p> <ul style="list-style-type: none"> ● (MK) Note to Pete: payment is needed for Constant Contact. When I logged in this week, I saw the message "Your prepayment plan ends soon but you can extend it now to continue to save." <p>Pete will contact John Hardigan for instructions.</p> |

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| 7. | Committee Reports | <ul style="list-style-type: none"> Find all Committee Report items requiring AC consent or advice in <i>Section 6: New Business</i>. |
| 8. | Unfinished Business | <ul style="list-style-type: none"> (MK, AE) Website Hosting - MK gave contact information to Adam. Adam and Jessica will work with Big STC over the summer months to get the hosting conversion started. (AE): I've officially hit a roadblock with Big STC and am unable to get a response from Kobla. I can provide the email conversation, if necessary. MaryKay will contact Bernard. UPDATE 1/11/17: I have reached out again in hopes that we can progress now that the Big STC site is up and running. (ELB) We need a committee manager for the Scholarship committee immediately if we want to offer a scholarship for this term year. Committee managers must be chapter members. UPDATE: No volunteers to date, Pete is going to ask a couple of individuals. No volunteers yet. |
| 9. | Other | <ul style="list-style-type: none"> (MK) If we are sending two people to the STC Summit, they have to be registered by January 31, 2017 for \$895. Officers need to determine other awards that would need to be ordered for the banquet. No later than Feb 15 to MK. MK needs money for three distinguished awards submitted to STC International. |
| 10. | Next Meeting | <p>Note: In case of dangerous weather, meeting will take place as a conference call.</p> <p>Date: February 11, 2017</p> <p>Location: Barnes & Noble, 590 E Golf Rd, Schaumburg, IL 60173 (between Roselle Rd and Meacham Rd)</p> |
| 11. | Adjourned | 10:11. |

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| Committee Reports | |
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| <p>Alliance <i>Linda Jansak</i></p> | <p>Completed:</p> <ul style="list-style-type: none"> ● Attended monthly TEDx planning meetings at Willis Tower on the 3rd Friday of each month ● Attended Skype conference calls on 1st Wednesday of each month and as needed ● Made site visit to Second City as possible venue for TEDx Talk ● Helped create Google calendar and invitations to Alliance Member orgs ● Captured Skype meeting minutes for January call and distributed to current planning committee, including Alliance Member reps and presidents ● Created “Call for Volunteers” and Volunteer Form <p>To Do:</p> <ul style="list-style-type: none"> ● Visit MCA and Harold Washington Public Library to determine viability as venue ● Create committee descriptions for Sponsorship team ● Contribute to committee descriptions and planning agenda ● Help shape TEDx Licence application |
| <p>Bylaws Review <i>Dan Dornbrook</i></p> | <p>To Do:</p> <ul style="list-style-type: none"> ● Committee manager to follow up on discussion at November AC meeting in preparation for next review of possible revisions to chapter Bylaws. |
| <p>Byline <i>Michael Burke</i></p> | <p>No report submitted</p> <p>Completed:</p> <ul style="list-style-type: none"> ● <p>To Do:</p> <ul style="list-style-type: none"> ● |
| <p>Competition <i>MK Grueneberg</i></p> | <p>Completed:</p> <ul style="list-style-type: none"> ● All judging completed ● Reviewed, with the help of Bernadette, all entry evaluations from all judges ● Contacted all entrants with results <p>To Do:</p> <ul style="list-style-type: none"> ● Contact awards vendor to get current pricing for awards ● Contact all competition winners for confirmation of spelling of entry and contributor names ● Work on banquet planning ● Send the Distinguished entries to the Summit Awards competition ● Send entry evaluations to competition submitters |

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| <p>eLearning Showcase <i>Linda Jansak</i></p> | <p>Completed:</p> <ul style="list-style-type: none"> Participated in initial decisions about venue (NIU Naperville) and date (August 15) for 2017 CETS (Subject to AC approval) <p>To Do:</p> <ul style="list-style-type: none"> Participate in kick-off meeting Request seed money for 2017 (\$1500, same amount as 2016) |
| <p>Historian <i>Bill Leavitt</i></p> | <p>No report submitted</p> <p>Completed:</p> <ul style="list-style-type: none"> <p>To Do:</p> <ul style="list-style-type: none"> |
| <p>Immediate Past President <i>Betsy Maaks</i></p> | <p>No report submitted</p> <p>Completed:</p> <ul style="list-style-type: none"> <p>To Do:</p> <ul style="list-style-type: none"> |
| <p>Internship <i>Elizabeth Gecas</i></p> | <p>Nothing to report</p> |
| <p>Membership <i>Dan Dornbrook</i></p> | <p>Total Members: 126, down from 144 a year ago Student Members: 11, up from 10 a year ago Retired Members: 3, down from 5 a year ago New TC Professional Members: 7, up from 6 a year ago New STC members since previous AC update: none New member contact info provided to Constant Contact administrator.</p> |
| <p>Mentoring <i>Josée Martens</i></p> | <p>No requests for interviews.</p> |
| <p>Nominating <i>Dan Dornbrook</i></p> | <p>Completed:</p> <ul style="list-style-type: none"> Submitted article to <i>Byline</i> about search for candidates for 2017 elections. <p>To Do:</p> <ul style="list-style-type: none"> Committee manager to meet with current officers to identify potential candidates (from among current chapter volunteers, especially committee managers) for 2017 elections. (Committee members to contact potential candidates as well as any members who volunteer to run for office.) |
| <p>President <i>Elizabeth L. Burke</i></p> | <p>Completed:</p> <ul style="list-style-type: none"> Wrote several articles for December <i>Byline</i> Attended November monthly program Attended "In Appreciation" lunch for AC Officers and Committee Managers Closed November AC minutes Posted December AC Agenda |

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| | <ul style="list-style-type: none"> Confirmed use of CARA offices for Consensus Judging Completed Entries <p>To Do:</p> <ul style="list-style-type: none"> Still trying to recruit Consulting company recruiters for meetings Attend December monthly program. |
| Programs <i>MK Grueneberg</i> | <p>Completed:</p> <ul style="list-style-type: none"> Completed competition judging duties (see Competition report) Wrote several articles for December Byline Completed plans and attended December holiday party January speaker and venue booked (Joe Welinske, Roditys in Greek Town) Wrote Jan meeting article for Web page and sent out meeting invitation Reached out to a contact at DePaul to see if we can do a program with their students in April at their Loop location (waiting to hear back) <p>To Do:</p> <ul style="list-style-type: none"> Finish off the planning for the remainder of the year |
| Scholarship <i>TBD</i> | <p>No report submitted</p> <p>Completed:</p> <ul style="list-style-type: none"> <p>To Do:</p> <ul style="list-style-type: none"> |
| Social Media <i>Elizabeth Gecas</i> | <p>Completed:</p> <ul style="list-style-type: none"> Posted on Social Media accounts advertising the STC Holiday Party & Lightning Talks Sent e-mail for registration for STC Holiday Party & Lightning Talks <p>To Do:</p> <ul style="list-style-type: none"> Need to send out newsletter describing upcoming events for Jan/Feb. Awaiting information from Programs |
| Sponsorships <i>Francis Bao</i> | <p>No report submitted</p> <p>Completed:</p> <ul style="list-style-type: none"> <p>To Do:</p> <ul style="list-style-type: none"> |
| Treasurer <i>Pete Wagner</i> | <p>Completed:</p> <ul style="list-style-type: none"> Incorporated final budget feedback from AC and submitted budget to STC National 12/22/16. Changed password for the online TCF bank account access. <p>To Do:</p> <ul style="list-style-type: none"> |
| Vice President <i>Elizabeth Gecas</i> | <p>Completed:</p> <ul style="list-style-type: none"> Worked on CAA Application |

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| | To Do: <ul style="list-style-type: none">• Continue to work on CAA Application to meet deadline |
| Webmaster <i>Mandy Morgan</i> | No report submitted Completed: <ul style="list-style-type: none">• To Do: <ul style="list-style-type: none">• |